

# POLICE ADMINISTRATIVE AIDE

## Entry Level



## ENGLISH

2023







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# **THE NEW YORK CITY POLICE DEPARTMENT**

In partnership with the community we pledge to:

- Protect the lives and property of our fellow citizens and impartially enforce the law
- Fight crime both by preventing it and by aggressively pursuing violators of the law
- Maintain a higher standard of integrity than is generally expected of others because so much more is expected of us
- Value human life, respect the dignity of each individual and render our services with courtesy and civility



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# **E X A M I N A T I O N S**

The English curriculum consists of two (2) examinations - a midterm and a final. For the midterm you are responsible for the top fifty (50) spelling words on page five (5) and all the material covered in Chapters 1-4. For the final, you are responsible for the bottom fifty (50) spelling words on page five (5) and the material covered in Chapters 5-7.

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## **CHAPTER 1 - GRAMMAR/PARTS OF SPEECH**

The English language has formal rules which we must follow if we hope to be effective writers. Most people write as if they were speaking to someone directly. The written word requires much more formality than the spoken word to be clearly understood.

Chapters 2 and 3 will contain many terms, rules, and definitions. You are not expected to memorize all the rules and terms, but you should use them and this manual as a guide to enhance your ability to become an effective writer.

### **NOUNS**

A Noun is a person, place, or thing. Some nouns are called *Common Nouns* (no specific person, place, or thing), while others are called *Proper Nouns* (a specific person, place, or thing). Proper nouns must be capitalized.

EXAMPLES OF COMMON NOUNS:

**sergeant, precinct, report, calendars, handcuffs**

EXAMPLES OF PROPER NOUNS:

**Sergeant Smith, New York, Atlantic Ocean**

### **PRONOUNS**

A Pronoun takes place of a noun, usually to avoid repeating the noun.

EXAMPLES OF PRONOUNS:

**he, she, it, them, they, him, her**

PAA Jones was very upset about her poor evaluation. In fact, she started to cry.

### **ADJECTIVES**

An Adjective is a word that describes a noun or a pronoun. It gives more information about a person, place or thing.

EXAMPLES OF ADJECTIVES:

**green, happy, great, important**

My black pen ran out of ink.

## CAPITALIZATION

1. Capitalize proper nouns, including days of the week, the months, political parties, governmental bodies and departmental institutions, historical events and periods, documents, geographical names, buildings, all titles attributable to deities, and personifications.

Sundays	the Middle Ages
October	Bill of Rights
Democratic Party	Far East
Republican Party	the Midwest
Congress	Empire State Building
The Department of Justice	Statue of Liberty
Home for the Aged	New York City Police Department
the Fall of Rome	World Trade Center

Note: Do not capitalize words that have been derived from proper names if they are common in use.

venetian blinds	pasteurized milk
india ink	paris green

2. Capitalize the first word following a colon when that word begins a complete sentence:

The proper procedure in the Administrative Guide (A.G.) 319-07 states the following: Civilian member must provide a written note from a licensed health practitioner.

3. Capitalize the first word of a sentence within a sentence:

- The detective asked the suspect, “Why did you do it?”

4. Capitalize titles when they precede proper names:

- Deputy Commissioner Scott
- Sergeant Smith
- Professor Jones, Doctor Hall, or Dr. Hall

5. Capitalize a title that is used in place of a proper name:

- The President issued a proclamation.

6. Capitalize words that refer to a specific country or specific political subdivision:

- the Cabinet                      a cabinet
- Washington State              the state of Washington

7. Capitalize a city and state when part of a proper name. Do not capitalize when one of them precedes a proper name:

• New York State	the city of Seattle
• the state of New York	New York City
• Jersey City	

Note: The City of New York is an official designation.

8. Capitalize points of the compass when indicating definite geographical parts of the country, but do NOT capitalize directions:

• People of the Far East	southern hospitality
• South of Tulsa	a real northeaster
• The West is proud of	drive east 10 miles

## **SPELLING**

Many writers mistakenly assume that spelling is a trivial part of efficient writing. The ability to spell words correctly and identify incorrectly spelled words are vitally important to good report writing. There are no short cuts to becoming a good speller. It takes hard work, study, and memorization. Keeping these rules of thumb in mind may make the task of spelling easier:

1. Try to visualize the word.
2. Make a mental note of any oddities about the word. (The word "piece" has a pie(ce) in it - (piece of pie)).
3. Pronounce the word phonetically. ("athletic" instead of "athaletic.")
4. Practice writing or typing the word.

On the following page is a list of words frequently used and often misspelled in Police Department reports.

## **SPELLING WORDS**

**YOU WILL BE RESPONSIBLE TO KNOW:**

**THE TOP FIFTY (50) WORDS FOR THE MIDTERM EXAMINATION.**  
**THE BOTTOM FIFTY (50) WORDS FOR THE FINAL EXAMINATION.**

absence	committed	falsifying
accidentally	competent	February
accommodate	complainant	felonies
accordance	conceivable	felonious
achievement	conditions	forcibly
acquitted	contempt	forfeit
advisable	convenience	fraudulent
affidavit	corroboration	government
aggravate	conspiracy	gratuities
alleged	counterfeit	harassment

marijuana (h)*	procedure
miscellaneous	prosecution
mischief	pursuant
misdemeanor	pursuit
negligent	questioning
negotiation	recommend
noxious	referred
nuisance	relevant
occasion	robbery
occurred	scheme

---

analysis	decedent	homicide
analyze	deceive	identification
appearance	defense	indict
argument	delinquency	interrogation
auxiliary	delinquent	judgment (e)*
bribery	deviate	liable
bureau	drunkenness	license
burglary	endangering	lieutenant
chief	equipped	maintenance
coercion	exorbitant	maneuver
offense	separate	
omitted	sergeant	
organization	sincerely	
paraphernalia	subpoena	
parole	succeed	
perjury	superintendent	
petit	supersede	
possession	therefore	
precinct	trespass	
privilege	willful	

\* Marihuana and Judgement are acceptable

## **SPELLING EXERCISE I - MIDTERM (1<sup>st</sup> 50 spelling words)**

**DIRECTIONS: CIRCLE THE CORRECTLY SPELLED WORD**

	<b>“A”</b>	<b>“B”</b>	<b>“C”</b>
1.	questionning	questioning	questionying
2.	recommend	recamend	reccommend
3.	referred	refered	referid
4.	accordance	acordance	accordence
5.	acomodate	accommodate	acomodate
6.	achievemint	achevement	achievement
7.	corroboration	coroboration	cororobbation
8.	conspiracy	conpiracy	conspiricy
9.	counterfiet	counterfeet	counterfeit
10.	falsifying	falsyfyiing	falsifyung
11.	miscellanious	miscellanius	miscellaneous
12.	nuisince	nuisance	nuisunce
13.	relavint	relavant	relevant
14.	robbery	robbery	robery
15.	scheme	schime	skimee
16.	proceedure	procedure	prosedure
17.	prossecution	prosecution	proosecution
18.	advisable	advisible	advisabel
19.	affadavit	affidavit	affidavet
20.	felonious	feloneous	feloniouus

## **SPELLING EXERCISE II - MIDTERM (1<sup>st</sup> 50 spelling words)**

**DIRECTIONS: CIRCLE THE CORRECTLY SPELLED WORD**

	<b>“A”</b>	<b>“B”</b>	<b>“C”</b>
1.	mischief	misschief	mischeif
2.	feleious	feloneous	felonious
3.	noxious	nockshious	niquxious
4.	felonees	felonies	fellowies
5.	forcibly	forcibuly	forcebly
6.	occassion	ocassion	occassion
7.	pursuant	pursuent	persuant
8.	questioning	questionning	questoning
9.	reccommend	reccomend	recommend
10.	referred	refered	reffered
11.	falsafying	falsifying	falsifing
12.	February	Februery	Febuary
13.	comitted	committed	commited
14.	complainent	complainant	complanaint
15.	conceivable	conceivable	convievable
16.	comtempt	contemt	contempt
17.	miscellaneous	miscalaneous	misalanious
18.	nuesance	nuisence	nuisance
19.	relavent	relavint	relevant
20.	robery	robbery	robbery

## **SPELLING EXERCISE III - FINAL (bottom 50 spelling words)**

**DIRECTIONS: CIRCLE THE CORRECTLY SPELLED WORD**

	“A”	“B”	“C”
1.	analasis	analysis	analisis
2.	appearance	appearence	apearance
3.	argumant	arguement	argument
4.	endangerring	endanguring	endangering
5.	equipped	equiped	equippet
6.	exorbitent	exorbitunt	exorbitant
7.	interrigation	interrogation	interragation
8.	liable	liabel	liabele
9.	precinct	percinct	precint
10.	separate	seperate	saperate
11.	bureau	buraue	beauru
12.	cheef	chief	cheif
13.	coercion	coersion	sooercion
14.	indite	indict	endict
15.	deceedent	desedent	decedent
16.	deveiate	deviate	deviatte
17.	drunkeness	drunkenness	drunkinness
18.	manuver	maneuver	manoover
19.	liuetenant	lieutenant	lutenant
20.	purjury	perjury	purgery

## **SPELLING EXERCISE IV - FINAL (bottom 50 spelling words)**

**DIRECTIONS: CIRCLE THE CORRECTLY SPELLED WORD**

	“A”	“B”	“C”
1.	petiet	patit	petit
2.	ofense	offense	offeince
3.	omitted	ommited	ommited
4.	subpnea	subpoeena	subpoena
5.	sincerely	sincerly	sinsearly
6.	analasis	analysis	anallysis
7.	appearince	appearance	appearence
8.	endangering	indangering	endangaring
9.	equiped	equippid	equipped
10.	exorbitunt	exorbitant	exorbitent
11.	suceed	succeed	succed
12.	superintendent	superintendenet	superintendant
13.	paraphanalia	paraphernalia	parafernalia
14.	parolle	parole	pahrole
15.	homicide	homaside	hommicide
16.	therefore	theirfore	therefour
17.	auxiliary	auxilliary	auxilary
18.	separate	seperate	sepurate
19.	bureau	burearua	buereau
20.	coercion	coersion	coershion

## **CHAPTER SUMMARY EXERCISE**

### **DIRECTIONS: Fill in the blanks.**

1. What is the difference between a common noun and a proper noun?

---

2. What does a pronoun do?

---

3. What does an adjective do?

---

### **DIRECTIONS: Answer the questions based on the following:**

Dr. Manna plans to spend the spring in beautiful Paris; in fact, he is excited to spend his anniversary there with his wife.

4. Identify the common noun(s) of the sentence:

---

5. Identify the pronoun(s):

---

6. Identify the adjective(s):

---

### **DIRECTIONS: Answer the questions based on the following:**

The heavy rain in Spain falls mainly on the plains.

7. Identify all adjectives:

---

8. Identify all nouns:

---

## CAPITALIZATION EXERCISE

**DIRECTIONS: Circle the word(s) that must be capitalized and state why.**

1. sgt. brown ordered a turkey sandwich with tomato and mustard on whole wheat bread.

---

2. united airlines captain, homer j simpson, loves flying into jfk during christmas.

---

3. the grand marshal in sunday's parade will be chief sly fox.

---

4. community colleges across the nation give classes in a variety of interests such as photography, law, and fitness. one can learn to dance the tango and learn to speak spanish in one semester.

---

5. jean attended the seminar and told the rest of the paa's to also attend.

---

6. the vice president of the company asked administrative assistant parker to order the following supplies from east-west design company: light bulbs, store fixtures, and circuit breakers.

---

7. john q. public and det. smith drove north to utica, ny to speak to an eye-witness.

---

8. even though i was a business major in college, my core credits required me to take various liberal arts classes such as biology, music, philosophy, and french.

---

9. costa rica is located in central america.

---

10. during rush hour, the southbound n train at 14th street is always delayed.

---

11. he missed the precinct party because he was attending a law class at john jay college.

---

12. the sergeant assigned to the desk referred the complainant to the 124 Room.

---

13. jean wrote articles for both time and newsweek.

---

14. the invoice number on the receipt sent by the 68 precinct in brooklyn is not legible.

---

15. january, february, and march are the coldest months in maine.

---

16. the reverend john p. lewis led the easter service this year.

---

17. you will find many doctors on fifth and park avenues.

---

18. president trump lost his re-election bid this past november.

---

19. my cousin goes to a college in the east.

---

20. the president of the bank, a.d. snow, closed the bank on memorial day.

---

## **CHAPTER 2 - GRAMMAR/PARTS OF SPEECH**

### **VERBS**

A word that describes an action or a state of being is a verb. The verb usually comes after the subject of the sentence and describes what the subject is doing or what state the subject is in.

She types. (action)

are, has (state of being)

He made an arrest. (action)

He is. (state of being)

They walk. (action)

She was. (state of being)

### **ADVERBS**

A word that describes, gives more information about a verb, an adjective, or another adverb.

The PAA typed fast.

(fast describes the verb, typed)

The PAA typed very fast.

(very describes the adverb, fast)

The rose is bright red.

(bright describes the adjective, red)

The PAA typed quickly.

(quickly describes the verb, typed)

Note: Often, an adverb may end in, "ly," making it easier to identify in a sentence.

### **SUBJECT/VERB AGREEMENT**

Every complete sentence contains a subject and a verb. The subject of a sentence is the "who" or "what" of a sentence. Subjects and verbs can be singular or plural. These two parts of speech must be in agreement. If the subject is singular, the verb must be singular. If the subject is plural, the verb must be plural.

#### **RULE #1**

Singular verbs have an "s" on the end.  
(has, was, does, asks, walks)

#### **RULE #2**

Plural verbs do not have an "s" on the end.  
(had, were, do, ask, walk)

#### **RULE #3**

Subjects joined by the word "and" are considered plural.  
Therefore, their verb must be plural.  
(Mary and Sally have new jobs.)

## RULE #4

Subjects joined by the words "or" or "nor" follow the last subject.

(The delegates or the mayor has to do it.)  
(The delegate or the mayors have to do it.)

## RULE #5

"I" always requires a plural verb.

(I have a cold.)

"You" always requires a plural verb  
(You run at the gym.)

# VERB TENSES

Verb tense means the period of time that the action or state of being takes place in.

### PRESENT TENSE

Action or state of being is happening right now. (example: She walks.)

### PAST TENSE

Action or state of being has already happened. Generally, adding "d" or "ed" to the end of a verb makes it past tense. (example: She walked.)

Note: Some verbs cannot be put into the past tense by adding "d" or "ed." These are called irregular verbs. (See list of irregular verbs on following pages.)

### FUTURE TENSE

Action or state of being is going to happen. (example: She will walk.)

\*\*\*\*\*

## **IRREGULAR VERBS (Most Frequently Used)**

<u>PRESENT TENSE</u>	<u>PAST TENSE</u>	<u>FUTURE TENSE</u>
be	was	will be
beat	beat	will beat
become	became	will become
begin	began	will begin
bite	bit	will bite
blow	blew	will blow
break	broke	will break
bring	brought	will bring
buy	bought	will buy
catch	caught	will catch
choose	chose	will choose
come	came	will come
dig	dug	will dig
do	did	will do
draw	drew	will draw
drink	drank	will drink
eat	ate	will eat
fall	fell	will fall
fly	flew	will fly
freeze	froze	will freeze
get	got	will get
give	gave	will give
go	went	will go
grow	grew	will grow
hang	hung	will hang
have	had	will have
know	knew	will know
lay	laid	will lay

<u>PRESENT TENSE</u>	<u>PAST TENSE</u>	<u>FUTURE TENSE</u>
lead	led	will lead
lie	lay	will lie
lose	lost	will lose
make	made	will make
ride	rode	will ride
ring	rang	will ring
rise	rose	will rise
run	ran	will run
say	said	will say
see	saw	will see
shake	shook	will shake
sink	sank	will sink
speak	spoke	will speak
swim	swam	will swim
swing	swung	will swing
take	took	will take
teach	taught	will teach
tear	tore	will tear
think	thought	will think
throw	threw	will throw
write	wrote	will write

## **CHAPTER SUMMARY**

### **EXERCISE 1**

**DIRECTIONS:** Fill in the blanks.

1. Every complete sentence contains a \_\_\_\_\_ and a \_\_\_\_\_.

a. \_\_\_\_\_

b. \_\_\_\_\_

2. What is a verb?

---

3. The \_\_\_\_\_ in a sentence determines whether the verb should be in singular or plural form.

---

4. Can you find the verb in this sentence?

---

5. What is an adverb?

---

**PARTS OF SPEECH**  
**EXERCISE 2**

**DIRECTIONS: In the exercise below, identify the parts of speech by writing “s” above the noun (subject), a “v” above the verb, underline any adjective, and circle any adverb.**

1. ASA Garvin has happily worked at the Police Academy for twenty-five years.
2. The complainant had all the necessary documentation to fill out the lengthy report.
3. She brought her sick child to the local emergency room.
4. The police officer promptly effected an arrest.
5. Patricia did very well on her final exam.
6. Det. Rosa diligently cataloged all evidence and forwarded it to the property clerk.
7. Not every girl loves red roses.
8. Tim is harassing those girls again.
9. The p.a.a. was told by the CO no food was allowed in the room.
10. Elizabeth’s cookies always turn out soft and chewy.

**SUBJECT / VERB AGREEMENT**  
**EXERCISE 3**

**DIRECTIONS:** In the exercise below, underline the subject and then choose the proper form of the verb.

1. Neither she nor they (is, are) willing to predict the election results.
2. I (has, have) to leave at 1600 hours today.
3. There (go, goes) the fire alarm again!
4. The classroom (were, was) very warm.
5. Most of the incoming students (are, is) college graduates.
6. We (make, made) the honor roll this semester.
7. The principal and the teachers (see, saw) the student talent show.
8. The mourners (take, took) to the streets.
9. They were (lead, led) by Dr. Drier to City Hall.
10. Jetson will (ran, run) the marathon.
11. Did you (brought, bring) your tennis racket?
12. We (go, went) to our new assignment at APD.
13. I'd love to learn to (fly, flew) an airplane.
14. Who (teach, taught) you to drive a car?
15. PO Ko (lay, laid) down his gun belt.

## **SUBJECT / VERB AGREEMENT**

### **EXERCISE 4**

**DIRECTIONS:** In the exercise below, underline the subject and then choose the proper form of the verb given.

1. Last year, I (work) \_\_\_\_\_ on Family Day.
  
  
2. PO Miller (choose) \_\_\_\_\_ to work in Domestic Violence.
  
  
3. A dish (break) \_\_\_\_\_ when we moved.
  
  
4. Have you (speak) \_\_\_\_\_ to Shelly about her tardiness?
  
  
5. The complainant (sit) \_\_\_\_\_ in the 124 Room.
  
  
6. The batter (swing) \_\_\_\_\_ at the pitch.
  
  
7. Lt. Johnson (write) \_\_\_\_\_ the 49 for yesterday's robbery.
  
  
8. My horse (come) \_\_\_\_\_ in first place.
  
  
9. I (speak) \_\_\_\_\_ with the doctor about any potential side effects.
  
  
10. Have you (lie) \_\_\_\_\_ down yet?

## **CHAPTER 3 - COMPLETE/INCOMPLETE SENTENCES**

A complete sentence, or an expression of a complete thought, must contain a subject and a verb. When deciding whether or not a sentence is complete, apply what you have learned in the previous two chapters.

### **RULES FOR COMPLETE SENTENCES**

1. Determine if there is a subject.
2. If you establish that a subject exists, find the verb.

These two elements must be present in order to have a complete sentence or thought.

The sergeant *addressed* the platoon.

When it is cold outside, he *wears* a parka.

I *swim*.

### **INCOMPLETE SENTENCES**

Great care must be taken when judging what constitutes an incomplete sentence, since an incomplete sentence or an expression of an incomplete thought may include nouns and/or verbs. Incomplete sentences do not have a verb that describes the action/state of being of that subject. When attempting to discover if a sentence/expression is incomplete, follow the same rules listed above for complete sentences.

Examples of incomplete sentences:

- The sergeant in the 124 Room. (Missing the verb that describes the action/state of being of the subject.)
- Written in the log book. (Missing the subject.)
- The PAA and the complainant. (Missing the verb that describes the action/state of being of the subject.)

## **CHAPTER SUMMARY EXERCISE**

1. Choose the complete sentence.

At the telephone switchboard.  
The Highway Condition Record.  
A 36-month warranty.  
I went outside.

2. Choose the incomplete sentence.

She swims.  
In the 124 Room.  
They arrested the perpetrator.  
Can you dance?

3. Which of the following is a complete sentence?

All allegations of corruption.  
You are required to give your name and rank.  
With my two daughters.  
The telephone switchboard copy of the roll call.

4. Which of the following is an incomplete sentence?

Guns are dangerous.  
When is the sergeant's meal hour?  
An unmarked police car.  
I requested the day off.

5. Which of the following expresses a complete thought?

Only one transmission is authorized.  
Do you know the time of occurrence?  
The desk officer reviewed the "61."  
All of the above.

6. Which of the following expresses an incomplete thought?

He committed grand larceny.  
Wearing black pants and white sneakers.  
I went to the doctor.  
All of the above.

## **CHAPTER 4- PUNCTUATION**

### **A. PERIOD (.)**

1. Use after a complete sentence (statement or command).
  - He took meal at 1300 hours.
2. Use after an abbreviation.
  - Sgt./Lt./N.J.

### **B. QUESTION MARK (?)**

1. Use a question mark at the end of direct and genuine questions.
  - What time is it?

### **C. EXCLAMATION POINT (!)**

1. An exclamation demonstrates strong feeling or emotion.
  - Congratulations! You are being promoted to Senior Police Administrative Aide.
  - Happy Birthday! You are now eligible to take the Police Officer Examination.

## **D. COLON (:)**

1. Use a colon (:) before an enumeration:
  - Our goals are: to preserve peace, to prevent crime, and to protect public property.
  - The following Secretaries are assigned to Headquarters: John Brown, Jane Green, and Mary Smith.
2. Use a colon (:) to introduce a long quotation.
  - Commissioner James P. O'Neill stated: "Neighborhood Policing is a game changer. . . . The relationships that officers are building with the people who live, work, and visit here help tailor our crime-reduction and crime-prevention strategies to individual neighborhoods, which makes all the difference. As never before, we are policing with the people of New York—rather than just for them."

(“The Police Commissioner’s Report” January, 2018.)
3. Use a colon (:) before an explanatory sentence:
  - The teacher gave the students a rule to follow before speaking:  
Think before you speak.
4. Use a colon (:) after the salutation in a business letter.
  - Dear Mr. Fellows:

## **E. SEMICOLON (;)**

1. Use a semicolon (;) between independent clauses when the conjunction is omitted.
2. Use to separate two complete thoughts that would otherwise be separated by a comma and the words: and, but, or, nor, so, and for.
  - Enter to learn; go forth to serve.
  - The officer saw the suspect arrive; she will question him.

3. Semicolons are used before long conjunctions or connecting phrases.

- I think; therefore, I am.

Note: Unless the clauses are closely connected in thought, write separate sentences.

4. Use a semicolon (;) between independent clauses when the second clause begins with a transitional word such as hence, still, consequently, nevertheless, accordingly, therefore, etc.

- The entire matter must be considered by Chief Clover; hence, no conclusion can be reached this week.
- Word processing increases productivity; consequently, profits usually increase.

Note: A comma usually follows a transitional word, unless no pause is wanted at that point.

- Many people want to become astronauts yet few are selected.
- They have given us an oral okay to proceed; however, we're still waiting for written confirmation.

Note: Words such as moreover, however, nevertheless, and therefore are often used parenthetically. In this case, commas should precede and follow these adverbs.

- Although you have never been absent, you must, nevertheless, achieve good grades to pass the course.

## F. THE HYPHEN (-)

1. Use for joining words.

- The bright-eyed child.

2. Use a hyphen to divide a word at the end of a line.

- Do not violate his constitutional rights.

3. Hyphenate an adjective composed of two or more words if used before a noun:

- A well-known play
- By first-class mail
- An up-to-date report

Note: Do not hyphenate these words if they follow the noun they modify:

- The scientist is well known in her field.
- The library catalog is up to date.

Note: Do not hyphenate compound adjectives containing an adverb ending in “ly”:

- rapidly improving economy
- poorly managed company
- highly recommended candidate

4. Hyphenate an adjective composed of a numeral and another word to form a unit modifier:

- 150-mile race      race of 150 miles
- ten-foot boat      boat ten feet long

5. Hyphenate compound numerals below 100:

- twenty-one      eighty-four

6. Do not hyphenate compounds in which the first element is a prefix:

- oversight      undertake      interoffice

Note: When the prefix is self, use hyphen.

- Self-addressed      self-made

7. Use hyphen when the last letter of a prefix is the same as the first letter of the word to which it is added:

- de-emphasize      pre-election

8. Use a hyphen to distinguish identically spelled words of different meanings:

- recover a lost auto      re-cover a sofa
- recount the incident      re-count the votes

Note: When ex, elect, and vice are used as a part of a title, use a hyphen.

- ex-chairperson    vice-president    president-elect

## G. THE DASH (--) represented by two hyphens

1. Two hyphens are used to type a dash. No space before, between, or after.
2. Use to set off an abrupt break or interrupt a sentence to emphasize the interruption.
  - The suspect--wanted for murder--escaped.

## H. THE COMMA (,)

1. Use a comma after introductory words, phrases, and clauses:
  - As a matter of fact, we have considered that option.
  - Because a dangerous condition exists, the area must be cleared.

Note: If the introductory element is short and closely connected in thought to the rest of the sentence, no comma is needed.

- On Friday afternoon promotions are scheduled.

2. Use a comma with parenthetical expressions (words, phrases, and clauses that interrupt the thought of the sentence):
  - It is a pleasure, we are sure to serve you.
  - Persons in need of supervision, however, receive counseling from a family psychologist.
  - John Howard, who has ten years' experience prosecuting tort cases for the government, will present the case.

3. Use a comma with appositives (words that modify or explain):
  - Chief of Training Olufunmilola Obe, Commanding Officer, is in charge of the Training Bureau.
  - Sergeant Tom Jones, our ballistics expert, will address the Forensic Science Club today.
4. Use a comma to separate elements in series:
  - The baseball team needs bats, baseballs, and gloves.
  - The uniform inspection will cover a review of uniforms, firearms, batons, and handcuffs.
  - Be sure to include the date, time of occurrence, place of occurrence, and facts of the crime in the body of a report.
5. Use a comma between parallel adjectives (two consecutive, adjectives):

**Test:** Can the adjectives or the word be reversed and be inserted without changing the meaning?

  - A precise, accurate use of the language marks an educated person.
  - An ambitious, energetic employee will succeed in this Department.
6. Use a comma with a direct address:
  - Yes, sir, I attended the meeting.
  - Thank you, Captain Jones, for your advice.
  - We are proud, Principal Smith, to award you a meritorious increase in salary.
7. Use a comma with a nonrestrictive element (describe the noun it modifies, but is not essential to the meaning of the sentence):
  - They flew to Spain to visit their brother, who is a famous torero.
  - The Monet Collection, which we believe will be enthusiastically received, can be viewed this month.

Note: If the element is essential to the meaning, no commas are used.

- Example: All students who have passed their final examination will graduate next month.
- Students who are interested in typing will find that our course of study meets their needs.

8. Use a comma to separate parts of addresses, dates, and geographical names:

- The trial begins Friday, May 11, 2023, in the U.S. District Court.
- Chief Obe may be reached at the Police Academy, 130-30 28<sup>th</sup> Avenue, College Point, NY 11354.
- Patrol boroughs are located in Manhattan South, Manhattan North, Bronx, Brooklyn South, Brooklyn North, Queens South, Queens North, and Staten Island.

9. Use a comma to indicate contrast or emphasis:

- Staff meetings are usually held on Mondays, seldom on Fridays.
- Refer the complaint, not the complainant.

10. Use a comma between main clauses of a compound sentence when the clauses are joined with a conjunction:

- Computer equipment was ordered this year, but it will not be delivered until next year.
- Bank interest rates are increasing, and customers will find certificates of deposit an attractive investment.

Note: Do not place a comma before “and” or “or” when it connects compound predicates.

- The witness will call or come to see Detective Jones at the precinct.

11. Use a comma between elements in a series if the elements themselves contain commas:

- The staff officers are John Beirne, chairperson, Mary Klien, president, and Jane Jones, treasurer.

12. Use a comma after an illustrative element; namely, such as, for example, and that is. When the element introduces an explanation, illustration, or series a comma follows the expression.

- Several personnel problems were presented to the committee; namely, job descriptions, salary scales, and broad-banding procedures.

## I. THE QUOTATION MARKS (“ ”)

1. Use quotation marks to enclose a direct quotation—person’s exact words.
  - Mr. Price said, “I was robbed.”
2. A direct quotation begins with a capital letter.
3. If the quotation is a fragment of a sentence do not begin with a capital letter.
  - Where were you when you were robbed Mr. Price? He said, “in the subway.”
4. Commas and periods are always placed inside the closing quotation marks.
  - “Opportunity,” they said, “is knocking at your door.”
  - Your homework assignment is to review the chapter, “Illegal Use of Force.”
5. Semicolons and colons are always placed outside the closing quotation marks.

Note: Do not leave a space between a quotation mark and material enclosed, or between single and double quotation marks.

## J. THE APOSTROPHE (')

1. To form the possessive case of a singular noun, add an apostrophe and s.
  - station house clerk's room captain's bars
2. To form the possessive case of a plural noun ending in s, add only the apostrophe.
  - partners' post groceries' list

## K. PARENTHESES ()

1. The parenthetical material might be a single word, a fragment, or multiple complete sentences. Whatever the material inside the parentheses, it must not be grammatically integral to the surrounding sentence. If the sentence depends on what's inside the parentheses, the sentence needs to be done over.
  - The sergeant (and eight police officers) was to report to the detail.
2. An acronym or abbreviation can be provided in parentheses upon its first use, and then used in place of the full term in the remainder of the document.
  - The police administrative aide (PAA) completed the 61. The P.A.A. delivered the completed 61 to the desk officer.

## L. ABBREVIATIONS

1. Abbreviation within a sentence --- leave one space after the period.
2. Abbreviation at the end of a sentence:
  - If the sentence requires a period, use only one period.
  - The books were audited by Ann M. Brooks, C.P.A.
3. If the sentence requires a question mark or an exclamation point, no space is left between the period and the other mark.
4. If the sentence ends with a parenthetical expression that closes with an abbreviation, use this style:
  - Please call tomorrow afternoon (we close at 5:30 p.m.).
5. Leave one space between capital letters representing personal names:
  - Ms. A. B. Lavin

Note: **DO NOT** leave a space within abbreviations consisting of small letters:

- a.m.

6. If an abbreviation of two or more words consists of more than single initials, insert a period and a space after each element in the abbreviation:
  - N. Mex.
  - Lt. Col.

## **CHAPTER SUMMARY**

### **EXERCISES 1**

**DIRECTIONS: Provide the missing semicolon.**

1. It snowed heavily last night the sidewalks were slippery this morning.
2. Katie traveled to Patrol Borough Queens she's assigned there for a week.
3. Carole gave explicit instructions the manual is an easy read.
4. Jim Mazer is the new lieutenant he has ten years on the job.
5. Wanda couldn't fall asleep last night she had too much on her mind.

**DIRECTIONS: Provide the missing colon.**

1. Tutoring is available for the following subjects English, typing, and law.
2. Type the communication like this single space, no tabs, no indentations.
3. Beyonce has it all brains, talent, and Jay Z!

**DIRECTIONS: Provide the necessary punctuation.**

1. I enjoy reading however I enjoy mystery novels the most

---

2. Health Benefits Section is located at 90 Church Street 12<sup>th</sup> Floor.

---

3. We need the following supplies Post-it notes stapler tape dispensers and red pens

---

4. The blue eyed suspect was questioned by detectives.

---

5. Diana Ann's co worker has a Ph D in political science

---

6. The secretary brought the minutes of the last meeting department by laws and statistical data to this morning's meeting

---

7. Scarlett O'Hara the heroine in *Gone With the Wind* died penniless

---

8. I know Mr. Evans was drunk however I am not responsible for his actions.

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## **CHAPTER 5- WORD USAGE**

Many people encounter problems in writing by using the wrong words. Some words sound almost alike, but their meanings are entirely different. One word can change the meaning of an entire sentence or paragraph. Below is a list of some of the most commonly misused words and their meanings and a list of improper words and phrases and what substitutions to use.

### **COMMONLY MISUSED WORDS**

accept	to take or receive
except	to exclude or leave out
affect	to influence or impress
effect	to accomplish or cause results
among	refers to more than two people or things
between	refers to two people or things
assure	to guarantee, to make sure or safe, to ensure
insure	to issue or obtain insurance for
imply	to express indirectly
infer	to draw a conclusion
its	show possession
it's	contraction for it is
than	conjunction; used mainly in comparison
then	adverb meaning at that time; soon afterward
minor	lesser in amount, size, importance
miner	to extract from (ex. coal or minerals)

## IMPROPER WORDS OR PHRASES

### IMPROPER

ain't

### PROPER

use isn't, aren't, am not

all ready

use already (previously done)

and etc.

do not use and in front of etc.

being that

use since

can't hardly

use can hardly

could of }

use have instead of "of"

should of }

- could have, should have, would have

would of }

different than

use different from

due to

use because of

## CHAPTER SUMMARY

### EXERCISE

**DIRECTIONS:** In the exercises below, underline the improper words or phrases. In the spaces provided, write the correct word(s) that should have been used.

1. The lion licked it's paws. \_\_\_\_\_
2. The police officers affected an arrest. \_\_\_\_\_
3. I can't hardly wait to go on vacation. \_\_\_\_\_
4. Its later than you think. \_\_\_\_\_
5. I cannot except your offer of a gift. \_\_\_\_\_
6. Mary allready took this course. \_\_\_\_\_
7. Everyone accept Lisa joined the union. \_\_\_\_\_
8. I should of taken the bus to work. \_\_\_\_\_
9. Being that it's raining, I'll stay in. \_\_\_\_\_
10. Cathy insured the victim that everything would be okay. \_\_\_\_\_
11. Due to her good work, she was given a merit increase. \_\_\_\_\_
12. Lisa thinks its okay to wear shorts to work. \_\_\_\_\_
13. Among the two, Linda is shorter. \_\_\_\_\_
14. The complainant's story affected everyone's mood. \_\_\_\_\_
15. Police work is different than any other job. \_\_\_\_\_

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## **CHAPTER 6 - POLICE DEPARTMENT JARGON**

Jargon is defined in the Merriam-Webster dictionary as: "the technical terminology or characteristic idiom of a special activity or group." In your new assignment, you will discover that the Police Department has its own language. While it is not necessary for you to memorize all terms listed here, it is suggested that you read the list of words and try to become familiar with many of these terms. This manual could not possibly list all the words you will hear and use on the job; therefore, the most commonly used expressions are listed.

13	10-13, officer needs immediate assistance
28	Request for Leave of Absence/Day(s) off
61	Complaint Report (OmniForm System)
63	Member requesting meal period
911	Communications Division located at One Police Plaza, Metro Tech (Bklyn), & the Bronx
1 PP	One Police Plaza (Police Headquarters)
10 card	Card on file for each member of the Department listing name, rank, list number, shield number, tax registry number, home address and telephone number, resident precinct, emergency contact, etc.
124 Room	Complaint Room
124 Room clerk	Person assigned to the Complaint Room
60 sheet	Complaint Report Index
A fixer	A fixed post
a rip	A reprimand or Command Discipline (loss of time (hours, or
AC	Anti-Crime, also called Crime
alert	UMOS on "standby" to testify in a court case
baby sit	Guarding the prisoners
banging in/out	Calling out for a vacation day or sick leave
brass	Ranking Officers
bus	Ambulance
CD	Command Discipline -informal command level reprimand process
central	Dispatchers of 911; Communications Division

central booking	Central location in each borough where prisoners are processed
chart day	Time that a UMOS earned for working more than eight (8) hours,
CO	Commanding Officer
collar	An arrest
CPCS	Criminal Possession of a Controlled Substance
C PSP	Criminal Possession of Stolen Property
DAT	Desk Appearance Ticket
DD-5	Complaint Report Follow Up (Omniform System)
detail	Assignment outside of regular duty
direct	To report directly to a command/detail
Discon	Disorderly conduct
do	Ditto - same as above
EDP	Emotionally disturbed person
EOT	End Of Tour
F/O	In front of
fly	To be sent to another command/detail for a tour or part of a tour
forthwith	Immediately, without delay
Hats and bats	Riot helmet and night stick
ICO	Integrity Control Officer
in the bag	In uniform
lab	Police laboratory
Landline	Telephone
Limited capacity	A uniformed member of the Department who is injured or sick or pregnant and is unable to perform patrol
LOD	Line of Duty Injury
Lou	Lieutenant

matron duty	Female police officer assigned to guard female prisoners in the
MOS	A member of the service - an employee of the Police Department;
muster	To stand roll call
muster room	Room where roll call is conducted
NCO	Neighborhood Community Officer
NSD/Night Diff	Night Shift Differential
on the job	Person working for the Police Department
over the air	In contact with central
PC	Police Commissioner
perp	Perpetrator - person who commits a crime.
pick up	Job that officers come upon and respond to that did not come over
platoon	The time period (tour) a MOS works. The 24-hour day is split into 3 platoons: 1 <sup>st</sup> Platoon (0000 x 0800), 2 <sup>nd</sup> Platoon (0800 x 1600), 3 <sup>rd</sup> Platoon (1600 x 2400)
portable	Hand-held police radio
post	Assigned area of patrol
radio car	Blue and white police car
radio run	Job received over the radio
RDO	Regular day(s) off
recidivist	A habitual offender - a person who has committed the same crime more than once
RMA	Refused medical aid
RMP	Radio motor patrol (police car)
roll call	List of all members of the command and their assignments
roster	List of all members assigned to a command

scratch	Supervisor's signature or a handwritten copy (work sheet) of any
squad car	Unmarked police car
swing	Regular days off
T/P/O	Time and Place of Occurrence
T/S	Telephone Switchboard
the boro	The immediate overhead command for the precincts within that
the desk	Front desk or desk officer
the squad	Precinct Detective Squad (PDS)
tin	A shield, badge
tour	A work day or working hours
turn out	Report to area of assigned post
turning out	Leaving the station house to go to assigned post or patrol
TVB	Traffic Violation Bureau Court for moving violation summonses
UF-49	Typed Letterhead/Inter-Department Memorandum
undercover	In plain clothes, not in uniform
unmarked	A police car with no PD description
wagon	Paddy wagon or Prison wagon -used to transport prisoners and/or supplies
XO	Executive Officer

## FREQUENTLY USED DEPARTMENT ABBREVIATIONS

Below is a list of frequently used Department abbreviations. Please note that when writing or typing a report, once you have used the full name or title, you can use these abbreviations in the remainder of the report. This will save you a great deal of time and trouble.

AC	Assistant Chief/Assistant Commissioner
AG	Administrative Guide
ASA	Associate Staff Analyst
BMS	Building Maintenance Section
CAB	Community Affairs Bureau
CAD	Candidate Assessment Division
CCRB	Civilian Complaint Review Board
CJB	Criminal Justice Bureau
CRC	Critical Response Command
CMOS	Civilian Member of the Service
CO	Commanding Officer
COD	Color of the Day
COLA	Cost of Living Adjustment
COPA	Commanding Officer, Police Academy
CPI	Central Personnel Index
CPP	Central Park Precinct
CRD	Central Records Division
CSU	Crime Scene Unit
DA	District Attorney
DB	Detective Bureau
DC	Deputy Chief/Deputy Commissioner
DCCP	Deputy Commissioner, Community Partnerships
DCDA	Deputy Commissioner, Department Advocate
DCER	Deputy Commissioner, Employee Relations
DCEI	Deputy Commissioner, Equity & Inclusion
DCIT	Deputy Commissioner, Information Technology
DCIC	Deputy Commissioner, Intelligence & Counterterrorism
DCIA	Deputy Commissioner Internal Affairs
DCLR	Deputy Commissioner, Labor Relations
DCLM	Deputy Commissioner, Legal Matters
DCMB	Deputy Commissioner, Management & Budget

DCPI	Deputy Commissioner, Public Information
DCRM	Deputy Commissioner, Risk Management
DCSI	Deputy Commissioner, Strategic Initiatives
DCSS	Deputy Commissioner, Support Services
DCT	Deputy Commissioner, Trials
DBBX	Detective Borough Bronx
DBBK	Detective Borough Brooklyn
DBM	Detective Borough Manhattan
DBQ	Detective Borough Queens
DBSI	Detective Borough Staten Island
DI	Deputy Inspector
DSQ	Detective Squad
DOA	Dead on Arrival
DVU	Domestic Violence Unit
EAU	Employee Assistance Unit
EPCS	Evidence Property Control Specialist
ESU	Emergency Service Unit
FSD	Fleet Services Division
FINEST	FINEST Computer System
1st DC	First Deputy Commissioner
FID	Force Investigation Division
FIU	Forensic Investigations Unit
HB	Housing Bureau
HRD	Human Resources Division
IAB	Internal Affairs Bureau
ICAD	Intergraph Computer Aided Dispatching System
ITB	Information Technology Bureau
INSP	Inspector
LT	Lieutenant
LSA	Lieutenant Special Assignment
MELD	Military & Extended Leave Desk
MPS	Missing Persons Squad
MTTF	Midtown Traffic Task Force
MTN	Midtown North Precinct
MTS	Midtown South Precinct
NBBX	Narcotics Borough Bronx
NBBN	Narcotics Borough Brooklyn North

NBBS	Narcotics Borough Brooklyn South
NBMN	Narcotics Borough Manhattan North
NBMS	Narcotics Borough Manhattan South
NBQ	Narcotics Borough Queens
NBSI	Narcotics Borough Staten Island
OCD	Office of the Chief of Department
OLR	Mayor's Office of Labor Relations
OMAP	Office of Management Analysis & Planning
OSHA	Occupational Safety & Health Section
PA	Police Academy
PA	Police Attendant
PAA	Police Administrative Aide
PB	Personnel Bureau
PBBX	Patrol Borough Bronx
PBBN	Patrol Borough Brooklyn North
PBBS	Patrol Borough Brooklyn South
PBMN	Patrol Borough Manhattan North
PBMS	Patrol Borough Manhattan South
PBQN	Patrol Borough Queens North
PBQS	Patrol Borough Queens South
PBSI	Patrol Borough Staten Island
PCC	Police Cadet Corp.
PC	Police Commissioner
PCO	Police Commissioner's Office
PCT	Police Communications Technician
PDS	Precinct Detective Squad
PFD	Present for Duty
PO	Police Officer
PG	Patrol Guide
POD	Personnel Orders Division
PrAA	Principal Administrative Associate
PSB	Patrol Services Bureau
QAD	Quality Assurance Division
RMB	Risk Management Bureau
RTCC	Real Time Crime Center
SA	Staff Analyst
SAS	Staffing Administration Section

SGT	Sergeant
SRG	Strategic Response Group
SSA	Sergeant Special Assignment
SOD	Special Operations Division
SPAA	Senior Police Administrative Aide
SPIS	Stolen Property Inquiry Section
SSA	School Safety Agent
SSB	Support Services Bureau
SSD	School Safety Division
SVD	Special Victims Division
TED	Traffic Enforcement District
TRB	Transportation Bureau
TB	Transit Bureau
TEA	Traffic Enforcement Agent
UOD	Uniform of the day
VED	Vice Enforcement Division
XO	Executive Officer
zFINEST	zFINEST Messaging System

## **CHAPTER SUMMARY**

### **EXERCISE**

#### **DIRECTIONS: Translate the jargon.**

1. Just before swinging out, the Admin Lou told me the CO was going to give me a three-day rip for banging in while I was on alert last week.

---

2. The Inspector scratched all the POs books on fixers before their EOT. Two POs had a discon pick-up before the brass arrived.

---

3. One Lou, 2 Sgts, and 6 POs are to report direct to 20th Street and 3rd Ave in Manhattan on Tuesday, 10/31/23 for Halloween Detail. Must be in UOD. Hats and Bats required. No OT is authorized.

---

4. The midnight T/S operator needed a bus after meal. Instead of using the landline, the desk went over the air.

---

5. All UMOS must stand roll call, in the bag, in the muster room at the beginning of their tour. Once they find out their post, they are turned out.

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## **CHAPTER 7 - REPORT WRITING**

Reports are sources of information. They should be prepared whenever Department policy mandates and/or as needs arise. Report writing is a major function of the 124 Room/Complaint Room for Police Administrative Aides. The information supplied in these reports aids the Department in planning, decision making, controlling, evaluating, and record keeping.

An individual report is a small but important part of a complex network of information that helps the Police Department run efficiently. The quality of these reports has a direct relationship with the effective operation of the Department. Therefore, it is essential that the Department has an accurate reporting system.

### **DEPARTMENT COMMUNICATIONS SERVE FOUR (4) GENERAL PURPOSES:**

**1. TO PRESENT INFORMATION.**

A report gives facts, statistics, and provides the reader with information.

**2. TO SHOW THE STATUS OF A PROJECT /INVESTIGATION.**

Reports can measure the progress of a project / investigation by comparison with previous reports.

**3. TO STATE CONCLUSIONS RESULTING FROM A PROJECT / INVESTIGATION.**

Results of a project / investigation should come to a logical conclusion that is based on previously obtained information that is clear and logical. The conclusion may be no further information can be obtained or no decision can be made in this particular case.

**4. TO RECOMMEND PARTICULAR ACTION.**

Action recommended may be of the report writer, another report contributor, or the report reader.

## **REPORT REQUIREMENTS**

**(Use the following guidelines when writing Department reports.)**

A good report should be CONCISE, COMPLETE, and CORRECT (The 3 C's). It should consist of related sentences and the relationship should be clear to the reader. The reader should not be confused as to the writer's meaning. It is the responsibility of the reader to decipher the writer's intention. All Department communications are considered legal documents and may be subpoenaed by a defense attorney or a judge.

### **CONCISE**

Do not "pad" the report or attempt to stretch it out for the sake of appearance. Use short sentences and paragraphs; if two or three lines are enough, so be it. Length does not matter, as long as all the essential details are included.

### **COMPLETE**

Be sure the report answers all the essential questions, in their proper order. Be sure all the available facts are included. An incomplete report may affect an effective investigation.

### **CORRECT**

Ensure that the facts reported are accurate and that proper spelling, grammar, and punctuation are utilized. Avoid using slang words and phrases, unless you are quoting a statement from a complainant/victim exactly as they said it. Example statement quoted word-for-word, "He seemed like he was bombed and fell out on the street."

### **NEOTWY**

All reports or narrative descriptions follow the same basic format regardless of their length or complexity. Department reports must answer the questions NEOTWY.

Your clerical function will require you to prepare narrative descriptions (Aided Reports, Complaint Reports, etc.) and also reports which may be many pages in length.

The purpose of these narrative descriptions is to inform the reader of pertinent facts. Therefore, the reports must answer certain questions in a particular order.

Memorize the acronym NEOTWY. NEOTWY stands for the last letter in each of the questions below. NEOTWY is the basic format for all Department narratives and it is always found in the first paragraph of a report.

WHEN  
WHERE  
WHO

WHAT  
HOW  
WHY

## **WHEN?**

This question includes the military time and date of occurrence including the year and, when applicable, the day of the week.

## **WHERE?**

This question is concerned with the location where the incident occurred. Be as specific as possible. Indicate essential information such as type of property (building, private house, vacant lot, etc.), street location (address, cross streets, or intersection), floor and/or room number, borough, county, town, city and state.

## **WHO?**

This question concerns the victim, complainant, suspect, witness, arresting officer, or any other person. These designations should be accompanied by a complete and correctly spelled name, a brief description of the involved individual, and a nickname or alias, where applicable.

## **WHAT?**

This is a chronological description of the occurrence as observed by the writer or as related to the writer. These are the facts only--never assume anything with the purpose of filling in missing sections/information.

## **HOW?**

This is the "modus operandi" or the method of operation. This information can greatly assist detectives or others receiving the report in grouping together similar crimes and/or identifying criminals.

## **WHY?**

This gives the motive or objective of the offense, when known.

By accurately answering these six questions, utilizing NEOTWY as the proper order for preparing reports and narratives, all essential elements of an occurrence will be communicated.

**Proofread your reports before you submit them** (editing is an essential part of report-writing). Consider having another person review your reports for the 3 C's and NEOTWY.

## **COMMONLY PREPARED REPORTS**

The **COMPLAINT REPORT** (PD313-152) – A report generated by the Omniform System and prepared from the information recorded on the **Complaint Report Worksheet** (PD313-152A), submitted by the reporting member. They are prepared for allegations of an unlawful or improper act or omission, or other condition that necessitates investigation to determine if any unlawful act or omission occurred. It is probably the report you will prepare most often if you are assigned to the 124 Room. Some members of the Department refer to it as a "61" or a "UF-61." (Refer to Patrol Guide (P.G.) 207-01.)

The **COMPLAINT INDEX REPORT** – A report generated by the Omniform System used to chronologically record and catalog complaints received. Some members of the Department refer to it as a "60 sheet." (Refer to P.G. 207-01.)

The **COMPLAINT FOLLOW-UP INFORMATIONAL** (PD313-081A) – A report used by reporting and investigating officers to report additional information concerning a previously recorded complaint. Some members of the Department refer to it as a "5" or a "DD-5." (Refer to P.G. 207-09.)

The **\*TYPED LETTERHEAD** – An interdepartmental memorandum that is typed on plain white bond paper (8 1/2 x 11) and used for official communications within the Department. Some members of the Department refer to it as a "49" or a "UF-49." (Refer to A.G. 322-11.)

The **\*OFFICIAL LETTERHEAD** (PD158-151) – The first page of an official communication between this Department and all outside agencies, groups, and individual(s) outside of the New York City Police Department. This is typed on white bond paper that contains the preprinted seal of the *City of New York*. (Refer to A.G. 322-11.)

The **\*UNUSUAL OCCURRENCE REPORT** – A report that promptly notifies the Chief of Patrol of an event that is substantially more than an ordinary occurrence because of its seriousness, peculiarities, sensationalism, vastness, differences, newsworthiness, or potential to affect police-community relations involving interracial/ethnic conflict or community unrest. This is done as a Typed Letterhead (49) or Unusual Occurrence Report (PD370-152), which is now on the Department Intranet under the section "Department Forms." Results of an investigation are reported on Typed Letterhead. (Refer to P.G. 212-09.)

\*The following pages illustrate examples of reports described on this page.

### **Chapter 1 References:**

Admin. Guide: 322-11 (06/01/22).

Patrol Guide: 207-01 (06/28/23), 207-09 (07/11/22), 212-09 (08/24/23).

**Example: Typed Letterhead (49)**

**POLICE DEPARTMENT  
CITY OF NEW YORK**

March 15, 2023

From: Commanding Officer, 78 Precinct  
To: Commanding Officer, 79 Precinct  
Subject: **INCREASE IN SUSPICIOUS FIRES**

1. There have been increases in suspicious fires in private dwellings within the confines of this command during the month of February.
2. Please advise the undersigned if there has been a similar increase in suspicious fires within your command during February.
3. For your **INFORMATION**.

Thomas Walsh  
Captain

TW:anm

**Example: Official Letterhead (PD158-151)**



POLICE DEPARTMENT  
COMMANDING OFFICER, 17 PRECINCT  
450 East 47 Street  
New York, NY 10017

April 4, 2023

Mr. Howard Mathis  
401 East 45 Street  
New York, NY 10022

Dear Mr. Mathis:

A meeting of the 17 Precinct Community Council will be held on Wednesday, April 4, 2023, at 8:15 p.m.

We hope you will join us and share your thoughts.

Sincerely,

Francis T. Putnam  
Captain

FTP:am

**Example: Unusual Occurrence Report – Typed Letterhead (49)**

**POLICE DEPARTMENT  
CITY OF NEW YORK**

March 15, 2023

From: Commanding Officer, 17 Precinct  
To: Chief of Patrol  
Subject: **ASSAULT WITHIN THE CONFINES OF THE 17 PRECINCT**

1. At approximately 1430 hours, on the above date, in front of 231 East 48 Street, Manhattan, Mr. Milton Adler was assaulted under the following circumstances.

2. Mr. Milton Adler, M/W/35, who resided at 229 East 48 Street, Manhattan, (212) 335-6767, presents in the station house. He reports that at the above time and place of occurrence, he was attempting to assist several women separate the bumpers of their automobiles when one of the women, known to him as Natasha of 231 East 48 Street, Manhattan, struck him across the face with a baseball bat (not recovered).

3. The assailant is described as F/W, five (5) feet tall, 110 pounds, black hair, wearing blue jeans, and a white T-shirt.

4. After reporting the incident, Mr. Adler was removed at 1549 hours, to Mercy Hospital, via RMP #15. He was treated by Dr. Brad Brown for a fractured jaw and contusions of the left cheek.

5. Detective Tiny, 17 PDS, assigned to the case, and reported at approximately 1630 hours, on the above date, arrested Natasha Brand at her residence, 231 East 48 Street, Apt. 2B, Manhattan, and charged her with assault.

6. The following notifications were made:

Operations Unit -	P.O. Rutolo
Manhattan South Area -	P.O. Sweeney
Duty Captain -	Capt. Smith, 10 Pct

7. The following forms were prepared: a UF-61 #2230 and UF-61 #1462.

8. For your necessary **INFORMATION**.

JoAnne Doria  
Captain

JD:anm

## **CHAPTER SUMMARY EXERCISE**

**DIRECTIONS:** Fill in the blanks.

1. Reports are \_\_\_\_\_ of \_\_\_\_\_.
2. What are the 3 C's of a good report?
  - a.  
\_\_\_\_\_
  - b.  
\_\_\_\_\_
  - c.  
\_\_\_\_\_
3. The \_\_\_\_\_ in NEOTWY is a chronological description of the occurrence as observed by the writer, or as relayed to the writer.
4. Which report is prepared to notify the Chief of Patrol because of the seriousness or newsworthiness of an event?  
\_\_\_\_\_
5. Why do you prepare a Complaint Report?  
\_\_\_\_\_
6. Name the four general purposes of Department Communications:
  - a.  
\_\_\_\_\_
  - b.  
\_\_\_\_\_
  - c.  
\_\_\_\_\_
  - d.  
\_\_\_\_\_
7. For a robbery victim, what report(s) would you fill out?  
\_\_\_\_\_
8. Once assigned to your permanent command, you will need computer access to more computer applications. What report would you use requesting access?  
\_\_\_\_\_
9. The \_\_\_\_\_ is used to report additional statistical data.
10. What is the basic format for all Department narratives and always found in the first paragraph of a report?  
\_\_\_\_\_

## NEOTWY EXERCISE 1

For each of the scenarios, first identify the individual components to NEOTWY and then write the details as if you were taking the report.

Mrs. Flowers, resides at 75 Locus Street, 2L, Bronx, NY, reported on March 12, 2023 that her apartment was robbed between 7 AM to 6 PM. Upon returning home from work, she discovered her apartment had been broken into. Her living room window had been broken and glass was scattered on the floor. Mrs. Flowers discovered that her gold necklace, fur coat, and laptop were missing. No suspects come to mind.

	T/P/O = TIME and PLACE of OCCURRENCE
WHEN	
WHERE	
WHO	
WHAT	
HOW	
WHY	
<b><u>Write Details:</u></b>	

## NEOTWY EXERCISE 2

Mr. Green reported on March 14, 2023, at approximately 1730 hrs, he was mugged while window shopping in front of Macy's located on 34<sup>th</sup> Street and 8<sup>th</sup> Avenue, New York City, NY. Someone bumped into him from behind, knocking him down. When he got up, he realized that his wallet was missing from his rear back pocket. Mr. Green stated that he could not identify the person because he did not see the person. It happened so fast. Mr. Green also stated that he had \$50 (USC) in his wallet.

	T/P/O = TIME and PLACE of OCCURRENCE C/V = COMPLAINANT/VICTIM
WHEN	
WHERE	
WHO	
WHAT	
HOW	
WHY	
<b><u>Write Details:</u></b>	

**MISCELLANEOUS**

**EXERCISES**

## PUNCTUATION EXERCISE

**DIRECTIONS: MAKE WHATEVER CORRECTIONS ARE NECESSARY IN THE FOLLOWING:**

1. Alex made copies for everyone he mailed them the next day.
2. Get these items a printer, a mouse, and a keyboard.
3. The three computers must be ready by Tuesday March 30 2023.
4. Choose one of these subjects management, finance, or tax.
5. Two hours before the end of our tour we took our meal at 1500 hours.
6. Sgt Nielsen Sgt McGinnis and Sgt McQuinn were in charge of the detail.
7. Jeff must go to Zurich quickly Irene is on her way to Zaire
8. Bring the following items two pencils, exams, and answer sheets.
9. Send this note to Police Headquarters - 13th floor
10. We have room for one more in the class especially a bright-eyed child.
11. The hyphen is also used for dividing words at the end of a line.

## **TRUE OR FALSE?**

12. a. When writing a date, the comma is always used between the date of the month and the year.

ANSWER: \_\_\_\_\_

b. The comma is used when a name is followed by a title.

ANSWER: \_\_\_\_\_

c. The comma is used to separate items in a series as:

The red, yellow, and green peppers were used in the salad.

ANSWER: \_\_\_\_\_

d. The comma is used before conjunctions such as and, or, for, when they separate two complete thoughts in a sentence.

ANSWER: \_\_\_\_\_

## **WHERE DOES THE COMMA BELONG IN THE FOLLOWING:**

13. The President Chester Norton III resigned his role in the year 2007.

14. Almost immediately the Vice President Lynne Houston assumed the role of President.

15. The President Senate and House of Representatives met on the South Lawn of the White House.

16. If we use all of our resources such as oil coal and natural gas as well as minerals what will be left for our children?

## CIRCLE THE CORRECT ANSWER IN THE FOLLOWING:

### ANSWER

17. Can a sentence not have a comma? Yes No

18. Can a sentence be formed by only two words? Yes No

19. Can a sentence contain a comma, semicolon,  
and question mark? Yes No

## POSSESSIVE

**DIRECTIONS: INDICATE POSSESSIVE FORM OF THE UNDERSCORED WORDS IN THE SENTENCES BELOW.**

1. Her boss answer was different from their bosses answer.
  
2. This clerk records are neater than the other clerks records.
  
3. Your car engine did not start for last week final race.
  
4. Ms. Holmes eraser is worn so badly that it wouldn't work.
  
5. The Simmons factory is located near the west edge of town.
  
6. The Moore garage door was broken by the girl large toy.
  
7. Those attorneys salaries were reviewed yesterday by Diane.
  
8. Ms. Hastlings outline was one of the best I have ever seen.
  
9. The actress entrance is a very critical part in the play.

# **APPENDIX**

A.G. 322-11	OFFICIAL COMMUNICATIONS - PREPARATION	06/01/2022*
P.G. 207-01	COMPLAINT REPORTING SYSTEM	06/28/2023 *
P.G. 207-09	FOLLOW-UP INVESTIGATIONS OF COMPLAINTS ALREADY RECORDED	07/11/2022*
P.G. 212-09	UNUSUAL OCCURRENCE REPORTS	08/24/2023*
Report Writing Exercises Workbook.pdf	<a href="https://portal.nypd.org/sites/382/Lists/NYPDSharedDocuments/Reference%20Materials/Report%20Writing%20Exercises%20Workbook.pdf#search=report%20writing%20guidelines">https://portal.nypd.org/sites/382/Lists/NYPDSharedDocuments/Reference%20Materials/Report%20Writing%20Exercises%20Workbook.pdf#search=report%20writing%20guidelines</a>	Available through the Department Portal
Grammar Refresher Guide .pdf	<a href="https://portal.nypd.org/sites/382/Lists/NYPDSharedDocuments/Reference%20Materials/Grammar%20Refresher%20Guide.pdf#search=grammar%20refresher">https://portal.nypd.org/sites/382/Lists/NYPDSharedDocuments/Reference%20Materials/Grammar%20Refresher%20Guide.pdf#search=grammar%20refresher</a>	Available through the Department Portal

Additional references:

The Gregg Reference Manual Tenth Edition

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## ADMINISTRATIVE GUIDE

Section: Records and Reports

Procedure No: 322-11

### OFFICIAL COMMUNICATIONS - PREPARATION

DATE EFFECTIVE:  
06/01/22

LAST REVISION:  
I.O. 67

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**PURPOSE** To standardize reports and correspondence.

**DEFINITIONS** **OFFICIAL COMMUNICATION** - Correspondence relating to the official business of the Department or its members.

**OFFICIAL CHANNELS** - All correspondence, unless otherwise directed, will be forwarded through official channels to the addressee. The term "Through Official Channels" need not be typed.

**FORWARD DIRECT** - Correspondence to be forwarded **DIRECT** will have the word (DIRECT) within parenthesis immediately following the official title of the addressee (see A.G. 322-12, "Correspondence-Transmittal").

**PROCEDURE** When preparing a report or correspondence.

**COMMAND CLERK**

1. Use appropriate letterhead for first page, followed by plain white sheets.
  - a. Page numbers are placed on white sheets only, in center,  $\frac{1}{2}$  inch from top.
2. Keep one inch margin at left, right and bottom of page.
3. Write on only one side, except for endorsements, which may be continued on reverse side.
4. Prepare extra copy for file.
5. Type "REPORT UNDER" in upper right corner of first page, and the order number or serial number it is complying with directly below.
  - a. Abbreviated designations for the command are used.
6. Place date three spaces below letterhead, on right of page, not extended beyond right margin.
7. Type "From:" two spaces below, at left margin, skip five spaces, then type rank, full name, shield number and command of writer.
  - a. Use "Commanding Officer" and command only, if applicable.
8. Skip two spaces and type "To:" directly below "From:" followed by the title of the addressee directly below the sender.
  - a. Type word (Direct), in parenthesis, if that method of forwarding is appropriate.
9. Type "Subject:" two spaces below "To:" and capitalize the subject, which should be brief but descriptive.
10. Begin body of communication three spaces below the heading, single-spaced, and divided into numerical paragraphs, each of which will begin directly under the first letter of the subject.
11. Double-space between paragraphs, and indent paragraph numbers half way between margins and first word of paragraph.
12. Use plain, brief, complete statements.
13. Deal with only one phase of the subject in each paragraph.

## ADMINISTRATIVE GUIDE

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<b>COMMAND CLERK (continued)</b>	14. Answer the questions in order: When, Where, Who, What, How and Why. 15. Put brief outline in first paragraph of what occurred in unusual arrests or occurrences. 16. State facts in detail in later paragraphs, including conclusions and recommendations of reporting member. 17. Use title, name, shield number, date of appointment, tax registry number and command of members concerned when first mentioned and only rank and surname if mentioned later. 18. Use authorized abbreviations in referring to orders together with the series concerned. No other abbreviations are permitted. 19. Prepare reports, answering complaints as follows: <ul style="list-style-type: none"> <li>a. Paragraph one: rank, name, shield number and command of investigating officer(s) and supervisor of investigation.</li> <li>b. Paragraph two: designate each allegation alphabetically, one per line.</li> <li>c. Paragraph three: result of the investigation of all allegations in order listed. In complaints concerning dereliction of duty or administrative deficiency, include a statement as to the performance of supervisors. Determine if the administrative ability of the supervisor concerned was a contributory factor.</li> <li>d. Other paragraphs: include information required in reports relative to gambling, public morals and alcoholic beverages.</li> </ul> 20. Type writer's name four spaces below the body, between center of page and right margin. Immediately below, put rank or title. Place signature above typed name. 21. Fold equally in three sections parallel to writing with top fold back of the letter and lower fold over the face of the report, so heading can be seen without unfolding.
<b>MEMBER TO WHOM ADDRESSED</b>	22. Forward communications from subordinate commands by endorsement through official channels including conclusions and recommendations. 23. Begin first endorsement $\frac{1}{2}$ inch below the rank or title of the previous writer. Two spaces below the serial number at left margin type the command in which endorsement is made, followed by official designation of person to whom endorsement is addressed and date. 24. Begin endorsement, single-spaced, immediately after date, using as many lines or paragraphs as necessary. 25. Include concise statement of the findings of the investigating officer on each allegation, summary of action taken, present status and recommendations, where necessary, in detailed reports. 26. Use space of $\frac{1}{2}$ inch between each additional endorsement, and if front is filled, continue on reverse side, directly behind last endorsement on face and work upward.

## **ADMINISTRATIVE GUIDE**

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### **ADDITIONAL DATA**

*When preparing communications for distribution within the Department, plain white bond paper 8 ½ x 11 will be used. Five spaces from the top and centered in the middle of the page will be typed:*

### **POLICE DEPARTMENT CITY OF NEW YORK**

*Communications between this Department and outside agencies will be typed on OFFICIAL LETTERHEAD (PD158-151).*

*The following standardized terminology will be used when referring to or preparing reports concerning employees of this Department:*

**MEMBERS OF THE SERVICE** - All personnel of the Department

**UNIFORMED MEMBERS OF THE SERVICE** - Police officers, detectives and supervisory officers authorized to wear the police uniform, who are defined as police officers under Section 1.20 of the Criminal Procedure Law.

**CIVILIAN MEMBERS OF THE SERVICE** - Members of the service not authorized to wear police uniform.

*The civilian members of the service in the below listed titles are authorized to wear a uniform unique to their title:*

*Supervising Traffic Enforcement Agent*

*Police Cadet*

*Traffic Enforcement Agent*

*Police Attendant*

*School Safety Agent Supervisor*

*School Crossing Guard*

*School Safety Agent*

*Motor Vehicle Operator (MVO)*

*However, these uniforms are distinct from those worn by police officers and members in these titles are not uniformed members of the service.*

*The following standardized terminology will be used when preparing reports concerning internal investigations and will be included in the final sentence of such reports:*

#### **DISPOSITION**

#### **DEFINITION**

**SUBSTANTIATED**

*Accused employee has committed ALL of the alleged acts of misconduct.*

**PARTIALLY  
SUBSTANTIATED**

*Employee has committed PART of alleged act(s) of misconduct.*

**UNSUBSTANTIATED**

*Insufficient evidence to clearly prove OR disprove allegations made.*

**EXONERATED**

*Subject employee(s) clearly NOT INVOLVED in ANY MISCONDUCT. Incident occurred, but was lawful and proper.*

## ADMINISTRATIVE GUIDE

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***ADDITIONAL  
DATA  
(continued)***

**UNFOUNDED**

*Act(s) complained of DID NOT OCCUR or were NOT COMMITTED BY MEMBERS OF THIS DEPARTMENT.*

**MISCONDUCT  
NOTED**

*Act(s) of misconduct OTHER THAN those alleged complaints were committed by the concerned employee. (This classification can be used with any of the aforementioned dispositions.)*

*The following definitions will be used solely by the Equal Employment Opportunity Division (EEOD) for case closings:*

**DISPOSITION**

**DEFINITION**

**SUBSTANTIATED**

*Upon analysis of the evidence, it is more likely than not that there has been a violation of the EEO Policy.*

**UNSUBSTANTIATED**

*Upon analysis, there is no or insufficient evidence to establish that it is more likely than not that a violation of the EEO Policy occurred.*

**EXONERATED**

*Subject employee(s) not involved in any misconduct.*

**UNFOUNDED**

*Act(s) did not occur or were not committed by members of this Department.*

**TIME BARRED**

*Statute of limitations expired at the time of report.*

**WITHDRAWN**

*The complainant affirmatively states that they no longer wish to pursue the action that was initiated by the EEOD office.*

**MEDIATED**

*Voluntary approach to dispute resolution in which the parties try to resolve the dispute themselves on mutually agreeable terms, with the help of trained third-party mediator(s).*

**UNCOOPERATIVE  
COMPLAINANT**

*Complainant does not respond to repeated attempts by the EEOD investigator to set up an interview or provide information regarding the complaint. (At a minimum, the investigator must attempt contact by letter, email, and/or phone three times before closing a case for this reason).*

**THIRD PARTY  
REFERRAL**

*Due to conflict of interest, matters referred to Law Department or DCAS.*

**OTHER  
MISCONDUCT  
NOTED**

*Act(s) of EEO or other misconduct other than the alleged complaints that were committed by the employee.*

**ADMIN H**

*Pending Charges and Specifications, closed to Deputy Commissioner, Trials.*

***ADDITIONAL***

**NEW • YORK • CITY • POLICE • DEPARTMENT**

## **ADMINISTRATIVE GUIDE**

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<b>DATA (continued)</b>	<i>ADMIN D</i>	<i>Founded violation of A.G. 332-02, "Sexual, Ethnic, Racial, Religious, or Other Discriminatory Slurs Through Display of Offensive Material."</i>
	<i>ADMIN E</i>	<i>Matter referred to Internal Affairs Bureau or other internal investigative unit.</i>
	<i>FILED EXTERNALLY</i>	<i>Complaint filed with Equal Employment Opportunity Commission (EEOC), State Division of Human Rights (SDHR), or Citizens Commission on Human Rights (CCHR) on same fact pattern. Investigation transferred to agency counsel.</i>
<b>RELATED PROCEDURES</b>	<i>Processing Civilian Complaints (P.G. 207-28) Civilian Member - Discipline (A.G. 319-11) Correspondence - Transmittal (A.G. 322-12) Civilian Member - Uniforms/Equipment (A.G. 319-03)</i>	
<b>FORMS AND REPORTS</b>		<b><i>OFFICIAL LETTERHEAD (PD158-151)</i></b>

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## PATROL GUIDE

Section: Complaints

Procedure No: 207-01

### COMPLAINT REPORTING SYSTEM

DATE EFFECTIVE:

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#### DEFINITIONS

**COMPLAINT** - An allegation of an unlawful or improper act or omission, or other condition that necessitates investigation to determine if any unlawful act or omission occurred.

**PICK-UP ARREST** - An arrest for an offense or juvenile delinquency not previously reported.

**CONTINUOUS EVENT** - occurs when an offense or multiple offenses were committed against a complainant, during an ongoing situation, that occurs in different precincts and/or boroughs.

**INCIDENT** – For the purposes of crime reporting, an event where one or more criminal offenses were committed against one or more victims by one or more offenders.

**OFFENSE** – For the purposes of crime reporting, a single criminal act occurring within a single incident. There may be up to ten offenses recorded within a single incident. In cases where more than ten offenses have occurred within a single incident, only the ten most serious offenses will be recorded.

#### SCOPE

Proper complaint reporting is essential for statistical analysis, discovery of crime patterns and trends, efficient deployment of resources, and uniform crime reporting. Every member of the service involved in this process has a responsibility and obligation to ensure the integrity of this vital, strategic resource.

#### WHERE RECORDED

Complaints shall be recorded in the precinct of occurrence except as follows:

- a. Complaints received from a member or members of the community regarding Vice, Narcotics, or Organized Crime related offenses (see P.G. 207-08, "*Preliminary Investigation Of Vice Related, Narcotics, Or Organized Crime Related Complaints*") shall be recorded at the Specialty Enforcement Division, Detective Bureau, EXCEPT:
  - (1) Pick-up arrests for such offenses will be recorded at the precinct of arrest;
  - (2) Found controlled substances or drug paraphernalia IN A BUILDING shall be recorded in the precinct of occurrence;
  - (3) Found controlled substances two ounces or less (NOT IN A BUILDING), requiring investigation will be recorded in the precinct of occurrence.
- b. Complaints of missing New York City residents shall be recorded at the missing person's resident precinct.
- c. Complaints occurring on piers, bulkheads, or dead human bodies found in navigable waters will be recorded at the precincts in which such piers or bulkheads are located or bordering the navigable waters where such bodies were found.
- d. Complaints occurring on waterways or islands inaccessible to patrol precinct personnel will be recorded in the precincts of record after investigation by Harbor Unit personnel.

## PATROL GUIDE

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### SCOPE (continued)

- e. Complaints of lost property will be recorded in the precinct where complainant first discovered loss, if actual place of occurrence is unknown.
- f. Overdue leased/rented vehicle will be recorded either in the precinct where the vehicle was leased/rented or at the precinct where the vehicle is expected to be returned.
- g. A complaint involving multiple offenses occurring from a continuous ongoing event, in which the initial offense occurred in one precinct, and one or more of the additional offenses occurred in another precinct, will be recorded in the precinct in which the initial offense was committed EXCEPT:
  - h. For a continuous event, the complaint will be recorded in the precinct in which the initial offense was committed unless the continuous event includes a homicide or Rape 1<sup>st</sup> Degree or a Criminal Sexual Act 1<sup>st</sup> Degree.
    - (1) If the continuous event includes a homicide, the complaint will be recorded in the precinct where the homicide occurred, if known. If the location of occurrence is unknown, the homicide will be recorded in the precinct where the victim was discovered.
    - (2) If the continuous event involves a Rape 1<sup>st</sup> Degree or a Criminal Sexual Act 1<sup>st</sup> Degree, the complaint will be recorded as follows:
      - [a] If the location of the rape/Criminal Sexual Act is KNOWN, the complaint will be recorded in the precinct where the rape/criminal sexual act occurred.

### NOTE

*If the rape/Criminal Sexual Act occurred in more than one precinct, the incident will be recorded in the precinct where the initial rape/Criminal Sexual Act occurred.*

- [b] If the location of the rape/criminal sexual act is UNKNOWN, but the location of the initial offense is KNOWN, e.g., abduction prior to rape, the complaint will be recorded in the precinct where the initial offense occurred.
- [c] If the location of the rape/criminal sexual act is UNKNOWN, and the location(s) of all other associated offenses are UNKNOWN, the complaint will be recorded in the precinct where the complainant reports the incident.

### NOTE

*The guidelines above will also apply in determining the appropriate jurisdiction code to be assigned to the **COMPLAINT REPORT** (i.e. NYPD -“00”, Transit -“01”, Housing -“02”).*

### HOUSING BUREAU INCIDENTS:

In a continuous event that begins on-development but ends off-development, or vice versa, the jurisdictional determinant will be the location where the incident originally started. For example, a continuous event that starts on a housing development but ends off-development, will be recorded as being under the jurisdiction of the NYPD Housing Bureau.

# PATROL GUIDE

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## SCOPE (continued)

### TRANSIT BUREAU INCIDENTS:

Complaints under the jurisdiction of the Transit Bureau, that occur on a moving train, will be recorded as occurring at the next (very first) station where the train stops, regardless of precinct or borough boundaries. In a continuous event that begins on-transit system but ends off-transit system, or vice versa, the jurisdictional determinant will be the location where the incident originally started. For example, a continuous event that starts on a subway train but ends in the street, will be recorded as being under the jurisdiction of the NYPD Transit Bureau.

### COMPLAINT REPORTING FORMS

- **COMPLAINT REPORT WORKSHEET (PD313-152A)** - Used by reporting members to report all complaints. The "Crime Incident Data" captions on the reverse side of the form will be utilized when reporting ALL crimes and violations.
- **COMPLAINT REPORT (PD313-152)** - A report generated by the OMNIFORM System and prepared from the information recorded on the **COMPLAINT REPORT WORKSHEET** submitted by the reporting member.
- **COMPLAINT INDEX REPORT** - A report generated by the OMNIFORM System used to chronologically record and catalog complaints received.
- **OMNIFORM COMPLAINT REVISION** - Used by reporting/investigating officers to report additional information as per P.G. 207-09, "*Follow-Up Investigation of Complaints Already Recorded.*"
- **COMPLAINT FOLLOW-UP INFORMATIONAL (pink) and SECOND SHEET (PD313-081A)** - Used by reporting/investigating officers to report additional information **NOT** reported on an **Omniform Complaint Revision** as per P.G. 207-09, "*Follow-Up Investigation of Complaints Already Recorded.*"

## PROCEDURE

Members of the service will record the following complaints on **COMPLAINT REPORTS**:

1. All pick up arrests for crimes and violations.
2. Complaints for crimes and violations except those outlined in P.G. 207-02, "*Complaints Not Recorded On Complaint Report.*"
3. Complaints and pick-up arrests for juveniles charged as Juvenile Offenders (see P.G. 215-04, "*Family Court Warrant For Child Abuse/Neglect Cases*").
4. Pick-up arrests of juveniles taken into custody and charged with juvenile delinquency (see P.G. 215-09, "*Offense Committed by a Juvenile Under 18 Years of Age (Other than a Juvenile Offender or Adolescent Offender)*").
5. Complaints of juvenile delinquency for selected offenses as follows:
  - a. Felonies
  - b. Unlawful Assembly - Section 240.10, Penal Law
  - c. Unlawful Possession of Weapons by person under sixteen years of age - Section 265.05, Penal Law
  - d. Manufacture, Transport, Disposition and Defacement of Weapons and Dangerous Instruments and Appliances - Section 265.10, Penal Law

## PATROL GUIDE

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### PROCEDURE (continued)

- e. Prohibited Use of Weapons - Section 265.35, Penal Law
- f. Possession of Burglar's Tools - Section 140.35, Penal Law
- g. Jostling - Section 165.25, Penal Law
- h. Fraudulent Accosting - Section 165.30, Penal Law
- i. Criminal Possession of Stolen Property, 5th Degree - Section 165.40, Penal Law
- j. Escape, 3<sup>rd</sup> Degree - Section 205.05, Penal Law
- k. Endangering the Welfare of a Child - Section 260.10, Penal Law
- l. Obscenity and related offenses - Article 235, Penal Law
- m. Permitting Prostitution - Section 230.40, Penal Law
- n. Promoting Prostitution - Section 230.20, Penal Law
- o. Sex Offenses - Article 130, Penal Law
- p. Controlled Substances Offenses - Article 220, Penal Law.
- 6. Complaints of lost property.
- 7. Found controlled substances and/or drug paraphernalia under certain circumstances as per P.G. 207-08, "*Preliminary Investigation Of Vice, Narcotics Or Organized Crime Related Complaints.*"
- 8. Pistols, revolvers, or other dangerous weapons possessed by a person or found under circumstances requiring investigation.
- 9. Motor vehicle/bicycle collisions which result in death, serious injury and likely to die, or critical injury to an individual.
- 10. Motor vehicle/bicycle collisions to which Highway District units respond and conduct an investigation.
- 11. A deceased person for which this Department must notify the Medical Examiner (see P.G. 216-04, "*Dead Human Body*").
- 12. ALL verified incidents of work disruptions at city construction sites.
- 13. Any act which would not ordinarily constitute an offense but is a violation of the conditions of an Order of Protection (see P.G. 208-36, "*Family Offenses/Domestic Violence*") or an incident of suspected child abuse (see P.G. 215-03, "*Emergency Removals Or Investigation And Reporting Of Abused, Neglected Or Maltreated Children*").
- 14. A complaint of a missing person will be recorded on a **COMPLAINT REPORT WORKSHEET** and a **MISSING/UNIDENTIFIED PERSON REPORT (PD336-151)** using the same complaint number for both reports.
- 15. All instances where an individual is suffering from, or has died from, a suspected drug overdose.
  - a. Classify **COMPLAINT REPORT** as "Investigate Aided – Drug Overdose" or "Investigate DOA – Possible Drug Overdose," as appropriate.

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## **ADDITIONAL DATA**

When multiple offenses have occurred within the same incident, the top ten offenses will be recorded on the **COMPLAINT REPORT**. The order of those offenses will be classified based on the “top,” or most serious offense under the hierarchy generally known as the “Seven Major Felony Rule.” The order of offenses under that rule, beginning with the most serious, is as follows:

- a. Murder and Non-Negligent Manslaughter
- b. Forcible Rape/Rape 1<sup>st</sup>
- c. Robbery
- d. Felonious Assault
- e. Burglary
- f. Grand Larceny
- g. Grand Larceny, Motor Vehicle (a grand larceny motor vehicle coupled with a grand larceny from the vehicle will be classified as a Grand Larceny, Motor Vehicle).

The attempt to commit any of the above offenses will be counted as the completed offense, except Attempted Murder, which will be counted as a Felonious Assault.

To satisfy the requirements of National Incident Based Reporting System (NIBRS) reporting, whenever multiple seven major felonies occur as part of the same incident, the **COMPLAINT REPORT** will list each of the seven major felonies and will be classified consistent with the “Seven Major Felony Rule” hierarchy of offenses. For example, if an incident involves both a Murder/Robbery it will be classified as Murder and the Robbery will be recorded as an additional offense. If an incident involves both Rape 1<sup>st</sup>/Burglary, it will be classified as Rape 1<sup>st</sup> and the Burglary will be recorded as an additional offense on the **COMPLAINT REPORT**.

In the event of multiple offenses within a single incident, and none of the reported offenses is a seven major felony, the crime classification and recording of those offenses (up to ten) will be determined in the following order:

- a. Sort by CATEGORY - Felony before misdemeanor before violation;
- b. Sort by CLASSIFICATION - If all felonies: Select “A” before “B” before “C”, etc.  
If all misdemeanors: Select “A” before “B” before “Unclassified”;
- c. Sort by DEGREE - If all offenses are “B” felonies, select “1<sup>st</sup> degree” before “2<sup>nd</sup> degree” before “3<sup>rd</sup> degree”, etc.
- d. Sort by PENAL LAW ARTICLE AND SECTION - If all offenses are 2<sup>nd</sup> degree “B” felonies, select Article 140, before Article 150, etc.

Proper preparation of Complaint Reporting forms requires that when space is insufficient to complete entries, additional forms will be prepared as follows:

## **FORM BEING PREPARED**

### **COMPLAINT REPORT WORKSHEET**

### **COMPLAINT FOLLOW-UP INFORMATIONAL (pink)**

## **ADDITIONAL FORM TO BE USED**

### **COMPLAINT REPORT WORKSHEET**

### **COMPLAINT FOLLOW-UP INFORMATIONAL SECOND SHEET**

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### ADDITIONAL DATA (continued)

*The following situations are applicable to the above:*

a. Space is insufficient in the "Property" or "Details" areas of the **COMPLAINT REPORT WORKSHEET**.

For **COMPLAINT REPORT WORKSHEETS** only, when required to record additional victims, witnesses, vehicles, property, and/or perpetrators that do not fit in the captions on the worksheet, use another worksheet and not the 'Details' section. DO NOT enter basic information in 'Details' section but utilize appropriate captions on form(s). Use as many worksheets as is necessary for additional victims, witnesses, vehicles, property, and/or perpetrators.

#### A SEPARATE COMPLAINT REPORT WILL BE PREPARED FOR:

- a. EACH homicide victim (victim is complainant)
- b. EACH perpetrator of a crime who is killed
- c. EACH individual killed, seriously injured and likely to die, or critically injured as a result of a motor vehicle/bicycle collision
- d. EACH victim of a sex offense
- e. EACH victim of an assault EXCEPT if incidental to a sex offense or robbery
- f. EACH additional person injured in an arson (assault by fire/explosive)

A new **COMPLAINT REPORT** will be prepared and a separate serial number assigned to record Criminal Possession of Stolen Property when the person arrested is NOT charged with the original crime (e.g., burglary, larceny, grand larceny-auto, etc.).

In cases where more than two wanted or arrested persons are being reported on a **COMPLAINT FOLLOW-UP INFORMATIONAL** (pink), another such form, not a **SECOND SHEET**, will be used.

The additional forms prepared must be securely stapled to the basic document before forwarding, and the following captions on the forms will be completed:

- a. Page \_\_\_\_\_ of \_\_\_\_\_ pages
- b. PRECINCT
- c. COMPLAINT NUMBER
- d. DATE

Certain time limits are necessary to maintain the integrity of the crime reporting system. Therefore, **COMPLAINT REPORTS** must be reviewed and finalized within 24 hours of taking the report. Desk officers must transmit complaints by the conclusion of each tour. Commanding Officers will ensure that desk officers/counterparts are reviewing and transmitting all complaints entered into the Omnipol System as per these guidelines.

Regarding taxicab robberies or attempts, enter in caption "OFFENSES, if any," Robbery/medallion or non-medallion taxicabs, as appropriate. Make a notation under "DETAILS" whether or not taxi was equipped with a partition or had any other safety devices installed and location from where passenger was picked up.

In order to comply with discovery obligations, all **COMPLAINT REPORT WORKSHEET(S)** and any forms or reports associated with the complaint will be filed as per P.G. 207-34, "Complaint File."

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**ADDITIONAL DATA**  
*(continued)*      *When using the OMNIFORM System for any reason, the member of the service utilizing the system must use their own authorization.*

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## PATROL GUIDE

Section: Complaints

Procedure No: 207-09

### FOLLOW-UP INVESTIGATIONS OF COMPLAINTS ALREADY RECORDED

DATE EFFECTIVE:

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**PURPOSE**

To report additional information concerning a previously recorded complaint.

**PROCEDURE**

Upon receiving additional information concerning a reported complaint after the **COMPLAINT REPORT (PD313-152)** has been **FINALIZED** in the OMNIFORM System:

**MEMBER OF THE SERVICE**

1. Prepare **Omniform Complaint Revision** only when additional information falls into any of the following categories:
  - a. Crime classification change (e.g., assault to homicide),
  - b. Addition or removal of any offenses,
  - c. Addition or removal of any victims or offenders,
  - d. Information which will amend a previously recorded P.D. code (crime sub-classification e.g., time of day for a burglary),
  - e. Case clearance (e.g., initial arrest only, exceptional clearances, unfounded),
  - f. Voiding a complaint after finalization in OMNIFORM System,
  - g. Recovered property not previously reported,
  - h. Additional stolen property not previously reported,
  - i. Serial numbers obtained for property previously reported, Dead human is identified and property has been invoiced to the Property Clerk or Public Administrator.”

**NOTE**

*There is a distinction between voided complaints and unfounded complaints. A voided complaint is one in which the **COMPLAINT REPORT** should not have been prepared. An unfounded case is one in which the report should have been prepared but subsequent information leads to the determination that the case should be classified as unfounded (e.g., a voided case is one in which a **JUVENILE REPORT SYSTEM WORKSHEET (PD377-159A)** rather than a **COMPLAINT REPORT** should have been prepared; an unfounded case is one in which a vehicle is reported stolen by a complainant and later a tow company informs the precinct that the vehicle was legally towed).*

*As with **COMPLAINT REPORTS**, proper recording of property values on an **Omniform Complaint Revision** is essential for accurate entry into the FBI Uniform Crime Reporting (UCR) System. Values must be properly consolidated in the “Value Stolen” and “Value Recovered” columns of the Property Summary Section. In addition, the person preparing the report must examine previous reports related to the complaint (i.e., **COMPLAINT REPORT**, previously prepared **Omniform Complaint Revisions** to ensure that property values are not being reported more than once. Only additional information with respect to property values are to be recorded.*

*Arrests or other information concerning a complaint received BEFORE the original **COMPLAINT REPORT** is finalized will be entered on the original **COMPLAINT REPORT**.*

## PATROL GUIDE

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**NOTE  
(continued)**

*Prior to finalizing an **Omniform Complaint Revision** and “Voiding” an already existing **COMPLAINT REPORT**, the voiding command must contact the command of jurisdiction for finalization (i.e., sign-off) of the new **COMPLAINT REPORT** generated, if the **COMPLAINT REPORT** is being voided and transferred to another command due to jurisdiction. In addition, the new complaint report number must be documented in the “Details” section of the **Omniform Complaint Revision** generated prior to finalization of the “Voided” **COMPLAINT REPORT** (i.e., sign-off). Other reasons for voiding a complaint not related to a change in jurisdiction between commands within the Department must also be noted in the “Details” section of the **Omniform Complaint Revision** (i.e., **COMPLAINT REPORT** should have been recorded in other manner, offense occurred outside New York City, complaint should have never been prepared, and include a descriptive reason for the determination).*

**MEMBER OF  
THE SERVICE**

2. Prepare **COMPLAINT FOLLOW-UP INFORMATIONAL (pink) (PD313-081A)** for information of any other type, e.g., case closed - no results, case progress reports, results of interviews, canvass, additional arrest on a complaint, etc.
3. Notify detective squad concerned, if necessary.
4. Submit **Omniform Complaint Revision** and/or **COMPLAINT FOLLOW-UP INFORMATIONAL (pink)** to the desk officer or detective supervisor, as appropriate.

**NOTE**

*Second sheets will be used when space is insufficient for required entries on **COMPLAINT FOLLOW-UP INFORMATIONAL** (see P.G. 207-01, “Complaint Reporting System”).*

**DESK OFFICER/  
DETECTIVE  
SUPERVISOR**

5. Review for accuracy and sign.

**ADDITIONAL  
DATA**

*These reports must be forwarded to the appropriate units within 24 hours of preparation.*

*Desk officers will ensure that the following areas of these reports are appropriately completed:*

- “Jurisdiction” and “Reporting Agency” codes are properly recorded
- “Complaint Report Number,” “Precinct of Report” and “Date of Original Report” are properly recorded
- “Previous Classification” and “Classification Changed To” captions are properly completed (for **Omniform Complaint Revisions** only)
- “Precinct of Arrest” and “Arrest Numbers” captions on an **Omniform Complaint Revision** are completed if an arrest clearance is requested OR indicated in the “Details” section of a **COMPLAINT FOLLOW-UP INFORMATIONAL** in cases where an additional arrest(s) is made
- Property Section is fully completed in lost or stolen property cases. Ensure property values are itemized and consolidated in the “Value Stolen” and the “Value Recovered” columns, as appropriate, in the Property Summary Section (for **Omniform Complaint Revisions** only).

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**ADDITIONAL  
DATA  
(continued)**

➤ Ensure that the "Details" supplied on the report provides adequate grounds to change the original offense listed in the "Previous Classification" caption (for **Omniform Complaint Revisions** offense reclassification requests).

The following agencies or commands are required to receive a duplicate copy of an **Omniform Complaint Revision** when reporting additional or recovered property, classification changes, and clearances, when these changes are initiated by this Department. The member of the service preparing the form will enter the name of the agency or command receiving the duplicate copy under "Additional copy for" and also send the duplicate copy of the report as follows:

**OMNIFORM COMPLAINT REVISION  
FOR CASES OCCURRING ON THE  
JURISDICTION OF:**

- Port Authority Police Department
- Tri-Borough Bridge and Tunnel Police Department
- MTA Police Department
- Amtrak Police Department
- CSX Police Department
- New York State Police Department
- New York State Park Police Department
- NYC Housing Authority
- NYC Transit
- ANY police agency operating within New York City for arson and arson related incidents

**DUPLICATE COPY FOR:**

- Port Authority Police
- TBTA Police
- MTA Police
- Amtrak Police
- CSX Police
- New York State Police
- New York State Park Police
- Housing Bureau, NYPD
- Transit Bureau, NYPD
- Arson and Explosion Squad and NYC Fire Department, Division of Fire Investigation

**OMNIFORM COMPLAINT REVISION  
FOR THE FOLLOWING CASES WHEN  
PROPERTY HAS BEEN INVOICED TO  
THE PROPERTY CLERK:**

Identification of previously unidentified dead body

**DUPLICATE COPY FOR:**

Property Clerk, borough office concerned  
Public Administrator, county of residence

In cases where information used to prepare an **Omniform Complaint Revision** is based on a **COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT (PD313-1516)**, the desk officer will ensure that the listing of stolen property and reported values on the **COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT** is recorded in the property section of the **Omniform Complaint Revision**. MEMBERS OF THE SERVICE WILL NOT, UNDER ANY CIRCUMSTANCES, SIMPLY ATTACH **COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT** (or a copy of it) to **Omniform Complaint Revision** and forward to the Data Integrity Unit. The **COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT** must be attached to the command's file copy of the **Omniform Complaint Revision**.

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## PATROL GUIDE

Section: Command Operations

Procedure No: 212-09

### UNUSUAL OCCURRENCE REPORTS

DATE EFFECTIVE:  
08/24/23LAST REVISION:  
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1 of 2**PURPOSE**

To promptly notify the Chief of Patrol of an unusual occurrence.

**DEFINITION**

UNUSUAL OCCURRENCE - substantially more than an ordinary occurrence because of its seriousness, peculiarities, sensationalism, vastness, differences, newsworthiness, or potential to affect police-community relations involving interracial/ethnic conflict or community unrest.

**PROCEDURE**

Whenever an unusual incident occurs, take immediate emergency action and:

**UNIFORMED MEMBER OF THE SERVICE**

1. Notify desk officer immediately.
2. Request patrol supervisor to respond.

**DESK OFFICER**

3. Notify Operations Unit patrol borough representative without waiting for complete details.
4. Notify commanding officer/duty captain to respond.

**COMMANDING OFFICER/ DUTY CAPTAIN**

5. Conduct immediate investigation of occurrence.
6. Inform Operations Unit and desk officer of details of investigation.

**NOTE**

*If occurrence is a bias motivated incident, comply with P.G. 207-10, "Bias Motivated Incidents."*

**DESK OFFICER**

7. Prepare preliminary report on **Typed Letterhead** or **UNUSUAL OCCURRENCE REPORT (PD370-152)** addressed to the Chief of Patrol, and forward as indicated in step "9" below even if investigation is incomplete.
  - a. Attach copy of ICAD Event Information, if documented, to the **UNUSUAL OCCURRENCE REPORT** prior to forwarding.

**COMMANDING OFFICER/ DUTY CAPTAIN**

8. Report results of investigation on **Typed Letterhead** addressed to the Chief of Patrol.
  - a. If preliminary report has been forwarded, prepare supplementary report indicating results of investigation and attach a copy of the ICAD Event Information, if documented, to supplementary report.

9. Forward reports via next department mail as follows:
  - a. Chief of Patrol, DIRECT (forward in **UNUSUAL OCCURRENCE REPORT [ENVELOPE] PD370-150**)
  - b. Copy for each intermediate command
  - c. Copy for commanding officer of uniformed member of service concerned, if member not assigned to reporting command
  - d. Copy to Chief of Housing Bureau or Transit Bureau if incident occurred in Housing Authority development or in subway system
  - e. Copy to Police Pension Fund if occurrence involves line of duty death or serious injury and likely to die
  - f. Copy to Chief, Community Affairs, if occurrence affects police-community relations

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**COMMANDING  
OFFICER/  
DUTY CAPTAIN  
(continued)**

g. Copy to Commanding Officer, Office of Management Analysis and Planning, if occurrence involves the death of a person while in police custody or death or serious injury to a person in connection with a police action or death or injury to a person as a result of a police firearms discharge.

**ADDITIONAL  
DATA**

*Whenever doubt exists concerning whether an incident is unusual, make required notifications and prepare reports.*

*The main criterion in determining the preparation and forwarding of the report is the Chief of Patrol's need to know.*

*When an unusual occurrence involves a prisoner, comply with "Prisoner - Unusual Occurrences" procedure to satisfy reporting requirements.*

*The identity of sex crime victims will not be included in **UNUSUAL OCCURRENCE REPORTS** but will be indicated by use of the term "person(s) known to this Department." In addition, ICAD Event Information printouts containing the identity of sex crime victims will not be attached to **UNUSUAL OCCURRENCE REPORTS** and ranking officers preparing the report will include a statement that the printout is not attached because it contains identifying data.*

*The Force Investigation Division supervisor investigating an incident involving a uniformed member of the service discharging a firearm which results in death or injury or member is involved in any other conduct which results in the death of another shall temporarily assign such uniformed member of the service to the patrol borough office of assignment or counterpart, for a minimum of three consecutive scheduled tours (exclusive of sick time or regular days off). The Commanding Officer, Force Investigation Division will review the assignment and forward a report to the First Deputy Commissioner, through channels, recommending continuance or discontinuance. Uniformed members of the service involved in such incidents will not be returned to their permanent commands without the prior approval of the Chief of Department. Uniformed members of the service placed on temporary assignment as outlined above, continue to be subject to suspension or modified assignment, if circumstances warrant.*

*The **UNUSUAL OCCURRENCE REPORT** form will NOT be used to report firearms discharges by members of the service, labor coalition incidents, "Prisoners Unusual Occurrence" (P.G. 210-07, Prisoners - Unusual Occurrence"), or any other unusual incident determined not appropriate by the investigating precinct commander/duty captain.*

**RELATED  
PROCEDURES**

*Bias Motivated Incidents (P.G. 207-10)  
Prisoners - Unusual Occurrence (P.G. 210-07)  
Emergency Incidents (P.G. 213-02)*

**FORMS AND  
REPORTS**

**UNUSUAL OCCURRENCE REPORT (PD370-150)**  
*Typed Letterhead*

# **NOTES**

# **NOTES**

